

CANVAS KIDS

CHILD SAFETY POLICY

PURPOSE

Canvas Church seeks to provide a safe and secure environment for children who participate in our programs and activities. Through implementing the practices below, our goal is to protect the children of Canvas Church from incidents of sexual misconduct or inappropriate behavior while also protecting our staff and volunteers from false accusations.

STANDARD OF CONDUCT

All Canvas Church workers (volunteer, paid, full-time and part-time) are expected to comply with this Child Safety Policy. Violations of this policy will be dealt with promptly and may include legal ramifications when required by law.

DEFINITIONS

1. Child Sexual Abuse – “any sexual activity with a child, whether in the home by a caretaker, in a day care situation, a foster/residential setting, or any other setting, including on the street by a person unknown to the child. The abuser may be an adult, an adolescent, or another child, provided the child is four years older than the victim” (National Resource Center on Child Sexual Abuse, 1992).
2. Sexual Activity – may be violent or non-violent, touching or non-touching, and is an exploitation of a child’s vulnerability and powerlessness. It involves children in sexual behaviors for which they are not personally, socially, and developmentally ready.
3. Sexual Misconduct – inappropriate behavior relating to or involving a sexual nature.
4. Child – For purposes of this policy, the terms “child” or “children” include all persons under the age of eighteen (18) years.

SCREENING PROCEDURES

Background Checks (No Exceptions)

- All paid staff, part time or full time, regardless of their job description, must consent to a national criminal background check and a statewide criminal or statewide sexual offender background check.

- All volunteers that have more than incidental contact with minors and work within our Children's Ministry must consent to a national criminal background check and a statewide criminal or statewide sexual offender background check. BEING PREVIOUSLY BACKGROUND CHECKED FOR WORK OR OTHER VOLUNTEERING OPPORTUNITIES WILL NOT EXCLUDE VOLUNTEERS FROM BEING BACKGROUND CHECKED.
- Such a check will be run before employment or volunteer work will commence. Results of this background check will be shared with the potential employee/ volunteer. In the rare case that the information in the background check is challenged by the applicant, the Senior Pastor and Management Team (Elders) shall make the final determination as to what information will be considered in the decision process.
- No applicant or volunteer ever convicted of a sexual related crime is eligible for service in a position with direct relation to children.
- The Children's Director or Executive Minister will securely maintain all background check records.

SUPERVISION PROCEDURES

1. Two Adult Rule: Two adults must share supervisory responsibilities of children at all times. A qualified, responsible teenager not related to the other volunteer may be substituted for one adult if necessary. In cases where an adult has a legitimate reason to be alone with a child (i.e., counseling, visitation), all workers shall obtain the consent of the child's parent or guardian prior to being alone with the child. This rule extends to phone transactions with minors. Anyone working with minors will limit their phone transactions with minors to basic information about events or shall include a third party in the texts.
2. Ratios: Each environment has a different adult to kid ratio that must be adhered to. If the room has too many children for the amount of adult volunteers, adjustments should be made. The ratios at Canvas Church are as follows:
 - 0-2yrs = 1:3
 - 3yr-5yrs = 1:6
 - Elementary = 1:10
3. A children's ministry leader, or designated Canvas Church leader, will make random checks on all classrooms on a regular basis.
4. Children elementary age and younger must wear name badges and/or be signed in and out of church supervision.
5. There must be at least one adult (age 18 or older) present with teenage volunteers.

6. Any supervisor is responsible to address suspicious behavior or any behavior that may be contrary to church policy and to document and report such occurrences to the proper authorities.
7. It is the policy of Canvas Church to not administer either prescription or non-prescription medications to the children under our care. Medications should be administered by a parent at home. Exceptions to the medications policy may be granted to parents of children with potentially life-threatening conditions (such as asthma or severe allergic reactions). Parents of such children shall address their situation with the Canvas Church Children's Director to develop a plan of action.
8. It is the policy of Canvas Church to not allow any child who has had a fever or vomiting within the preceding 24 hours into children's classrooms.
9. It is the policy of Canvas Church to not administer corporal punishment, even if parents have suggested or given permission for it. There shall be no spanking, grabbing, hitting, or other physical discipline of children. Workers shall consult with the Canvas Church Children's Director if assistance is needed with disciplinary issues.
10. In the event that a child or youth is injured while under our care, the following steps shall be followed:
11. For minor injuries, scrapes, and bruises, workers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care.
 - For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be summoned in addition to the children's worker's supervisor. If warranted by circumstances, an ambulance will be called.
 - Once the child has received appropriate medical attention, an incident report will be completed in the case of injuries requiring treatment by a medical professional.

REPORTING PROCEDURES

1. All allegations must be taken seriously.
2. All allegations shall be reported to the most senior staff or volunteer available and not directly involved in the allegation as immediately as possible.
3. For instances occurring at church functions the most senior staff or leader available, and not directly involved in the allegation, will notify the parents or legal guardian. For instances occurring outside church functions, the church will comply with the mandatory legal reporting requirements.
4. If a child exhibits signs of the following the most senior staff or volunteer available will report these signs to Child Protective Services:
 - Physical abuse or neglect
 - Sexual abuse
 - Mental abuse or neglect

<https://www.waynegov.com/478/Reporting-Abuse-or-Neglect>

5. All situations will be handled forthrightly with due respect for privacy and confidentiality.
6. Full cooperation will be given to civil authorities when applicable.
7. No accused individual will be addressed by anyone other than the established authorities and/or the most senior church staff or volunteer available and not directly involved in the allegation until the safety of the child or victim is secured.
8. No victim involved in an allegation or anyone responsible for reporting an allegation will be retaliated against.
9. All staff and volunteers are required to report any signs or evidence of physical or sexual abuse to the most senior church staff or leader available and not directly involved in the allegation.
10. The church must also make reports to the proper law enforcement authority on a timely basis as required by local, state, or federal statute

DISCIPLINE POLICY

The most effective way to address behavioral problems is to prevent them in the first place. In the case they cannot be prevented, use the 3 step rules below.

3 STEP DISCIPLINE

- First Offense—Remind the child of the rules and ask child to repeat rule with you.
- Second Offense—Personal visit, get on their level, explain why the rule exists and that if the rule is broken again there will be a consequence (a time out or a break from their favorite toy) and make sure they understand the rules/expectations before allowing them to walk away.
 - For example, "Susie, the reason why we don't hit is because it hurts other people and we don't want to hurt our friends. If you hit one more time, you will have to sit in time out and you won't be able to participate in the fun activity we have planned. Do you understand
- Third Offense—Follow through with the consequence immediately
 - Remind the child, "Susie, we asked you to stop hitting and you said that you understand but you still hit Johnny. You now need to take a time out."

- Fourth Offense—Contact the Check-In Team so that they can text the offending child's parent. One of the Check-In Volunteers will walk the parent back to the room and explain the situation at hand.
 - Kids may not be allowed back into Canvas Kids for the immediate day if their parents are called.
 - Kids are allowed to come back the following week and start with a clean slate.

BATHROOM POLICY

Children Under 5

- Workers shall escort a group of children to the hallway bathroom.
- They shall always go in a group, never taking a child to the bathroom alone.
- The workers shall check the bathroom first to make sure that it is empty, then allow the children inside.
- The workers shall then remain outside the bathroom door and escort the children back to the classroom.
- If a child is taking longer than seems necessary, the worker shall open the bathroom door and call the child's name. If a child requires assistance, the workers shall prop open the bathroom door and leave the stall door open as he/she assists the child.

Children Over 5

- For children over the age of five, at least one adult male shall take boys to the restroom and at least one adult female shall take girls.
- The worker shall check the bathroom first to make sure that the bathroom is empty, then allow the children inside.
- The worker shall then remain outside the bathroom door and escort the children back to the classroom.
- For the protection of all, workers shall never be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child.
- Parents are strongly encouraged to have their children visit the bathroom prior to each class.